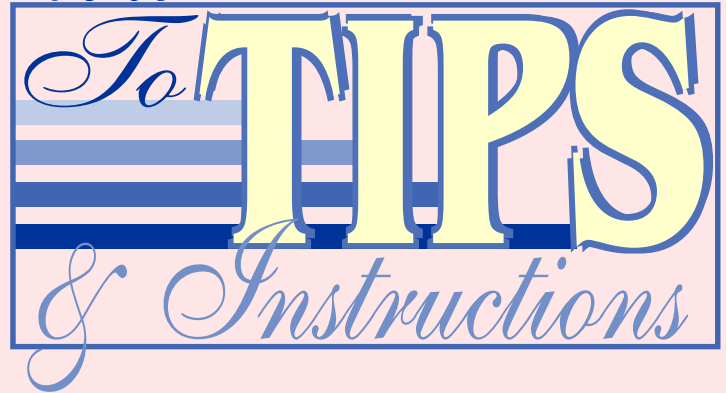


Environmental Surveys

Biological
Wetlands
Cultural
Special Waste

How



Illinois Department of Transportation

2300 South Dirksen Parkway, Springfield, Illinois 62764

Environmental Survey Request (ESR) Instructions

*Environmental Survey Request (ESR), Addendum (AESR),
Update ESR, Update AESR, Special Waste Screening, and
Wetlands Impact Evaluation Forms*

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Environmental Survey Request (ESR) User Support

For user support or questions concerning this website or related forms, please contact:

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Bureau of Design and Environment
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The suggestions below are intended to simplify completion and submittal of the ESR forms.

1. Please read all submittal instructions prior to completing the on-line forms. Exiting a form to refer to the instructions will eliminate all data that has been entered; therefore, it is advisable to print a copy for future reference.
2. To print a copy of a completed form, use either the printer icon on the browser toolbar or the File/Print menu option.
3. The Description field (255 characters) and the Additional Information field (1,000 characters) are limited in the amount of text that may be submitted. (This equals approximately 2½ lines of text for the Description field and 14 lines for the Additional Information field.) However, Web technology allows an unlimited amount of text to be entered into the fields. Any text that exceeds the limits noted above must be deleted before the ESR form is submitted.
4. Since the printed copy of the form will only include text viewable in the on-line text box, we suggest the use of upper and lower case text rather than all caps.
5. All date fields require the use of slashes and 4-digit years (i.e., 08/15/2002).
6. Use the **TAB** key to move between fields and the **ENTER** key to **Submit Form**. (If **ENTER** is used in error, answer **Cancel** to the prompt to Submit).
7. Please note that the new Wetlands Impact Evaluation (WIE) form requires an Internet Explorer 5+ or Netscape 6+ browser. Use of any other browser will result in an "incompatibility" error message.

Types of Submittals

1. Environmental Survey Request (ESR)

Submit when a project meets the criteria set forth in Section 27-1.02 of the BDE Manual. Excerpt:

“Section 27-1.02 Applicability:

- all projects which would:
 - + involve acquisition of additional right-of-way or easements (temporary or permanent);
 - + require a drainage structure runaround or any in-stream work (i.e., any work or other activity within the stream banks which modifies or otherwise affects the stream bed or stream banks);
 - + potentially affect a recognized Illinois Natural Areas Inventory site or Illinois dedicated Nature Preserve, a wetland, or a location where a State- or Federal-listed species is known to occur;...”

(Note: For Local Agency Projects, the second and third bullet points apply only to projects with Federal Funds or projects being let by the State.)

2. Addendum Environmental Survey Request (AESR)

Submit when a project meets the criteria set forth in Section 27-1.03c of the BDE Manual. Excerpt:

“Section 27-1.03c Environmental Survey Request Addenda

.....Submittal of a survey request addendum will only be necessary when changes in the project will affect areas outside the limits of the surveyed areas or when a change in the scope of work for the project would invoke a different criterion in 27-1.02 than shown in the original survey request.....”

An Addendum should only be submitted if the scope of work changes (i.e., In-stream work status changes) or if additional ROW is located outside the original area surveyed.

The sequence number of the original project is required to complete the addendum form.

(If unknown, it may be obtained from the appropriate District Office.)

3. Update Environmental Survey (UESR)/Update Addendum ESR (UAESR) Request

Submit when an existing request (ESR or AESR) requires an additional type of survey (as long as the location and scope of work remain the same).

The sequence number of the original project is required to complete these forms.

(If unknown, it may be obtained from the appropriate District Office.)

4. Special Waste Screening (page 2 on all ESR forms)

Submit when a request meets the criteria set forth in Section 27-2 of the BDE Manual. Excerpt:

“Section 27-2.01 Special Waste Screening

Districts shall screen all highway projects to determine whether they require further assessment for special waste contamination or sites otherwise potentially impacted by regulated substances.....”

(Note: Local Government Highway Agencies may submit Special Waste requests and attachments to the appropriate District Office IF EITHER OR BOTH OF THE FOLLOWING CONDITIONS ARE

MET: 1) ROW is being taken in the name of the State; or

2) Contract plans are being prepared by the State.)

5. Wetlands Impact Evaluation (WIE) Form

Submit for all projects where wetland surveys have been conducted, including those with no impacts.

The sequence number of the original project is required to complete this form.

(If unknown, it may be obtained from the appropriate District Office.)

(Note: This form requires either an Internet Explorer 5+ or Netscape 6+ Browser.)

Submittal Process

The ESR and related forms may be completed electronically and submitted from the website using the instructions below.

1. Complete all information on the required ESR form, unless the information is unavailable at the time of submittal or non-applicable to the project.
(See the following form instructions for information to be included on each line.)
2. Click the "Submit Form" button at the bottom of the screen to electronically submit the ESR to the District Office indicated on the form.
(A message confirming the submittal will then appear.)
3. Print a copy of the completed ESR form, using either the printer icon on the browser tool bar or the File/Print menu option.
(A "Clear Form" button at the bottom of the screen may then be used to begin another submittal, if necessary.)
4. Assemble and mail the required number of copies of the forms and attachments to the appropriate District Office.
(See Attachments To Be Mailed.)
5. After the documents have been received and reviewed by the District, they will be forwarded to the Central Office for processing.

Attachments To Be Mailed

Each mailed submittal must contain a **Project Master** packet containing the items listed below. **In addition**, the supplemental items required for each type of survey being requested (**Biological/Wetlands**, **Cultural** or **Special Waste**) must be included.

Project Master
1 packet consisting of the following items:
<ol style="list-style-type: none"> 1. 1 <u>ESR</u>, <u>AESR</u>, <u>UESR</u>, or <u>UAESR</u> form. (Include Page 2 for Special Waste submittals.) 2. 1 Location Map (Copies from recent plat books & USGS quadrangle maps are desirable). 3. 1 set of Plan View Layouts with approximate ROW/easement limits. 4. 1 copy of ground-level photo(s) as appropriate and feasible. <p>Also, For Bio submittals: Include 1 copy of NWI Maps and 1 set of aerial photography. For Special Waste submittals: Include 1 set of aerial photography.</p>

+ Add for: **Biological/Wetlands Requests**
2 packets EACH containing the following items:

- ☐ 1 ESR, AESR, UESR, or UAESR form.
- ☐ 1 Location Map (Copies from recent plat books and USGS quadrangle maps are desirable)
- ☐ 1 copy of NWI Maps
- ☐ 1 set of Plan View Layouts with approximate ROW/easement limits
- ☐ 2 sets of aerial photography (if available)
- ☐ 1 copy of ground level photo(s) as appropriate and feasible

+ Add for: **Cultural Requests**
2 packets EACH containing the following items:

- ☐ 1 ESR, AESR, UESR, or UAESR form.
- ☐ 1 Location Map (Copies from recent plat books and USGS quadrangle maps are desirable)
- ☐ 1 set of Plan View Layouts with approximate ROW/easement limits
- ☐ 1 copy of ground-level photo(s) as appropriate and feasible
- ☐ 1 set of photos of all buildings except those of obviously recent (Post-1960) construction

+ Add for: **Special Waste Requests**
1 Additional Project Master (only if submitted separately from the **Bio** or **Cultural** Requests.)
2 packets EACH containing the following:

- ☐ 1 ESR, AESR, UESR, or UAESR form (Page 1 and 2).
- ☐ 1 Location Map (Copies from recent plat books and USGS quadrangle maps are desirable)
- ☐ 1 set of plan view layouts with approximate ROW/easement limits
- ☐ 1 set of aerial photography (if available)
- ☐ 1 copy of ground-level photo(s) as appropriate and feasible

Note: Special Waste Requests may only be processed via electronic submittal (with no attachments) up to the "Historic Complete" stage. At that time, in order to complete the PESA, any paper copies of the submittals/attachments that have not been received will again be requested. Therefore, to avoid delays in deliverables, all mailed submittals with attachments must be received prior to the "Historic Complete" stage.

Wetland Impact Evaluations (WIEs)

- ☐ 1 WIE form
- ☐ 4 copies of Plan Sheets showing the wetland boundary(ies) in relationship to the project.

Mailing Instructions

- ☐ All **Division of Highways Requests** must be mailed to the appropriate District Office.
- ☐ All **Local Roads Requests** must be mailed to the appropriate District Bureau of Local Roads & Streets Office and must include two additional copies of the ESR form.

ESR Form Instructions – Page 1

All fields must be completed unless the information is unavailable at the time of submittal or non-applicable to the project. Incomplete requests will be returned. Select the “Don’t Know” choice only if the status of an item remains questionable after researching all available resources. Shaded items below indicate mandatory fields.

A. Project Information

Type of Surveys being requested	Check all survey types being requested with this submittal. [Note: Original ESR submittals do not have an assigned sequence number. However, when submitting updates or addenda to an existing record, the assigned sequence number is required. If unknown, it may be obtained from the appropriate District Office.]
Submittal Date	Date the Web form is electronically submitted.
Requesting Agency	DOH, Local, or Other (If “Local”, describe in text field [i.e., Township or Municipality name, Road District, etc.]) (If “Other”, describe in text field [i.e., Aeronautics]).
Contract #	Multiple Contract Numbers may be listed.
Job No.	Drop-down prefix P, D or C plus enter number in text box.
District	The Lead District number should be entered if more than one district involved.
County(ies)	List all Counties involved.
Route	FAP, FAI, FAU, CH, TR, etc.
Marked	IL, US, etc.
Street/Common Name	Name referred to locally (Marley Road, Oak Street, etc.)
Section	Project identifier (i.e. 99-00000-00FP) (Multiple sections may be entered.)
Municipality(ies)	List all municipalities involved.
Project Length	Number of miles
From-To (At)	Name or location of project termini
Quadrangle	Name of 7.5 minute series (topographic) map
Township-Range-Section	Location of the project as indicated on the topographic map
Anticipated Design Approval	If only the year is known, use 01/01/with the appropriate year.

B. Reason for Submittal: (Check all that apply)

Acquisition of additional ROW or easement/acres	Involves acquisition of additional right-of-way or easements (temporary or permanent) (including number of acres).
In-Stream Work	Drainage structure runaround or in-stream work (i.e., any work or activity within the stream banks which affects the bed or banks [coffer dams, riprap, construction haul roads, abutment construction, bank excavation, etc.])
Stream Name	Name of stream where in-stream work is involved.
Other/text field	Potentially affects a recognized natural area/nature preserve, wetland or location where State/Federal-listed species are known to occur. (Describe in text field.)

C.

Project Description	Concise statement describing scope of work to be performed (i.e., resurfacing, widening, reconstruction, rehabilitation, add lanes, riprap, etc.). 255 characters allowed (approximately 2 ½ lines) . <i>The Project Description may be further explained in the Additional Information field (i.e., information that was previously submitted in the Transmittal Memorandum). (See G. below.)</i>
Proposed Work	Highway, Bridge, Bike Trail, Other (If “Other”, describe in the text field [i.e., culvert]). (Check all that apply.)

D.

Tree Removal	Yes, No, Don’t Know
Number or acres	Enter the number of trees or the number of acres involved.
Existing Bridge(s) Structure Number/Historic Bridge	Multiple structures may be listed. <i>PMA will determine the Historic Bridge status when information is downloaded.</i>
Historic District Involved	Yes, No
Historic Buildings Involved	Yes, No, Don’t Know
Section 4(f) Lands Involved	Yes, No, Don’t Know
Section 6(f) Lands Involved	Yes, No, Don’t Know

E.

Funding	Federal, State, TBP, MFT, Local Non-MFT (Check all that apply.)
404 Permit Required	Check if required
Anticipated Processing	CE, ECAD, EA, EIS, SIR, Reevaluation, Local Non-Federal

F.

Local Contact Person	Name (mandatory), Telephone Number (mandatory), Title, E-mail (if available)
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G.

Additional Information	Use to expand on the Project Description or include information previously contained in a transmittal memorandum. This field has a 1,000 character limit (approximately 14 lines). The author should be identified in the Memo By: field.
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Addendum Environmental Survey Request (AESR) Form Instructions – Page 1

An Addendum Environmental Survey Request (AESR) should only be submitted when the scope of work changes or if additional right of way is located OUTSIDE THE ORIGINAL AREA SURVEYED.

A change in ROW does not warrant an AESR if the scope of work remains the same (i.e., In-Stream Work status did not change) and the additional ROW is located within the original area surveyed.

If the location and scope of work remain the same and another type of survey is required (i.e., Special Waste was previously submitted; now a Cultural survey is needed), the Update ESR form must be submitted for the additional survey(s).

All fields must be completed unless the information is unavailable at the time of submittal or not applicable to the project. Shaded items below indicate mandatory fields.

A. Project Information

Type of Surveys being requested	Check all survey types being requested in this Addendum submittal. <i>If the location and scope of work remain the same, and another type of survey is required (i.e., Special Waste had been previously submitted and now a Cultural survey is needed) the <u>Update ESR</u> form should be submitted for the additional survey(s).</i>
Submittal Date	Date the Web form is electronically submitted.
Sequence No.	The Sequence No. generated by PMA when the project was originally submitted. <i>(If unknown, contact appropriate District Office to obtain.)</i>
Project Information	Update ONLY those fields where information is different from the original submittal (i.e., original submittal was for Cook County only and the addendum includes DuPage, enter Cook & DuPage).

B. Reason for Submittal: (Check all that apply)

Acquisition of additional ROW or easement	Involves acquisition of additional right-of-way or easements FOR THIS ADDENDUM ONLY (temporary or permanent). <i>(Acquisitions not included in original <u>ESR</u> or previous <u>AESRs</u>.)</i>
Acres	Acres for this Addendum only and Acres for Total Project
In-Stream Work	Drainage structure runaround or in-stream work (i.e., any work or activity within the stream banks that affects the bed or banks [coffer dams, riprap, construction haul roads, abutment construction, bank excavation, etc.]). <i>(Work not included in original <u>ESR</u> or previous <u>AESRs</u>.)</i>
Stream Name	Name of stream involved in the in-stream work
Other/text field	Potentially effects a recognized natural area/nature preserve, wetland or location where State/Federal-listed species are known to occur. <i>(Effects not included in original <u>ESR</u> or previous <u>AESRs</u>.)</i>

C.

Addendum Description	Concise statement describing any changes or additions from the original <u>ESR</u> and any previous <u>AESRs</u> . (This description should detail any potential environmental effects not included in previous submittals [i.e., tree removal, abandoned railroad right-of-ways, in-stream work changes, etc.].) 255 characters allowed (approximately 2 ½ lines). <i>The Addendum Description may be further explained in the Additional Information field. (See F below.)</i>
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D.

Existing Bridge(s) Structure Number	List only structures that were not included in the original submittal. Multiple structures may be listed. <i>Historic Bridge status will be determined by PMA when information is downloaded.</i>
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E.

Local Contact Person	Name (mandatory), Telephone Number (mandatory), Title, E-mail (if available)
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F.

Additional Information	Use to expand on the Addendum Description or include information previously contained in a transmittal memorandum. This field has a 1,000 character limit (approximately 14 lines). The author should be identified in the Memo By: field.
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Update ESR and Update AESR Form Instructions - Page 1

An Update ESR or Update AESR should be submitted if the location and scope of work remain the same as a previous request, but another type of survey is required (i.e., Cultural was previously submitted and now a Bio survey is needed).

All fields must be completed unless the information is unavailable at the time of submittal or not applicable to the project. Shaded items below indicate mandatory fields.

A. Update Information

Type of Surveys being requested	Check all survey types being requested in this Update submittal only .
Submittal Date	Date the Web form is electronically submitted.
Sequence No./Addendum Alpha Character (Addenda only)	The Sequence No. generated by PMA when the request was originally submitted. (Include alpha characters for addenda.) <i>If unknown, contact appropriate District Office to obtain.</i>

B. Reason for Submittal: (Check all that apply)

In-Stream Work	Drainage structure runaround or in-stream work (i.e., any work or activity within the stream banks which effects the bed or banks [coffer dams, riprap, construction haul roads, abutment construction, bank excavation, etc.]). <i>Work <u>not included</u> in original ESR or previous AESR.</i>
Stream Name	Name of stream involved in the in-stream work.
Other/text field	List potential effects to a recognized natural area/nature preserve, wetland or location where State/Federal-listed species are known to occur. <i>Effects <u>not included</u> in original ESR or previous AESRs.</i>

C. Proposed Work (for this update only)

Proposed Work	Highway, Bridge, Bike Trail, Other. (If "Other", describe in the text field [i.e., culvert]).
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D.

Tree Removal	Yes, No, Don't Know
Number or acres	Enter the number of trees or the number of acres involved.
Existing Bridge(s) Structure No./Historic Bridge	List only structures that were not included in the original submittal. Multiple structures may be listed. <i>Historic Bridge status will be determined by PMA when information is downloaded.</i>
Historic District Involved	Yes, No
Historic Buildings Involved	Yes, No, Don't Know
Section 4(f) Lands Involved	Yes, No, Don't Know
Section 6(f) Lands Involved	Yes, No, Don't Know

E.

Funding	Federal, State, TBP, MFT, Local Non-MFT (Check all that apply.)
404 Permit Required	Check if required.
Anticipated Processing	CE, ECAD, EA, EIS, SIR, Reevaluation, Local Non-Federal

F.

Local Contact Person	Name (mandatory), Telephone Number (mandatory), Title, E-mail (if available)
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G.

Additional Information	This field must state the type(s) of request(s) being submitted on this date (i.e., Bio submitted). Also use to explain the reason for this update or include information previously contained in a transmittal memorandum. This field has a 1,000 character limit (approximately 14 lines). The author should be identified in the Memo By: field.
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Special Waste Screen Instructions (for ESR/AESR/UESR/UAESR) – Page 2

A **Special Waste Screening** should be conducted when a project meets the criteria set forth in Section 27-2 of the BDE Manual. Excerpt:

“Section 27-2.01 **Special Waste Screening**

Districts shall screen all highway projects to determine whether they require further assessment for special waste contamination or sites otherwise potentially impacted by regulated substances.....”

If the screen leads to “a determination that no further action is necessary”, Pages 1 and 2 of the appropriate ESR form must be completed and submitted electronically as documentation. If the screen leads to “a request for a PESA”, Pages 1 and 2 must be submitted both electronically and also mailed to the appropriate District office along with the required attachments (see Attachments To Be Mailed).

Note: Local Government Highway Agencies may submit Special Waste requests and attachments to appropriate District Office IF EITHER OR BOTH OF THE FOLLOWING CONDITIONS ARE MET:

- 1) ROW is being taken in the name of the State; or
- 2) Contract plans are being prepared by the State.

Page 2 of the ESR form serves as a guide for the screening and assessment of potential special waste involvement. Both the written project description and location map must be submitted prior to any screening or assessment being performed. As an aid to project screening and completion of the initial assessment, please refer to the Special Waste Assessment Screening Criteria Flowchart [27-2] of the BDE Manual.

The Special Waste Assessment determination is simply “No” or “Yes”. No, if no findings have been made that would indicate a known or potential regulated substance contamination problem within or near the proposed project. Yes, if a known or potential site has been identified which could affect the proposed project and will take more time and effort to determine and coordinate options.

If a “No” determination is made, an ESR/AESR/UESR/UAESR (Pages 1 and 2) must be completed and electronically submitted as documentation, and placed in the appropriate report. If a “Yes” determination is made, Pages 1 and 2 must be submitted with attachments to the appropriate District Office.

All fields must be completed unless the information is unavailable at the time of submittal or non-applicable to the project. Incomplete requests will be returned. Shaded items below indicate a mandatory field on the on-line form.

The “Don’t Know” choice should only be used **if** after researching all available resources, the status of the item remains questionable.

Special Waste Submittal Date	Date the Special Waste form is electronically submitted.
Date of Preliminary Report	This date should reflect the date the District Office needs the Final PESA Report back. <i>The Central Office will use this date to set priorities.</i>

Screening Criteria

Check project features. A project that requires new right-of-way or easements, railroad ROW (except single rail rural, with no maintenance facilities, evidence of open dumping or record of spills in the project area), building demolition/modification, linear excavation or utility relocation will have greater potential for involvement with special waste or other regulated substance contamination than a project that does not involve these features. Therefore, for a project with none of these items, the form should simply be signed and included in the submittal that is mailed to the District.

Railroad ROW	Yes, No, Don’t Know
Building Demolition/Modification	Yes, No, Don’t Know
Subsurface Utility Relocation or Linear Excavation	Yes, No, Don’t Know

Check the CERCLIS list, LUST list, UST & RCRA facilities and any other available records to determine whether a known site is present. If a site is present in the vicinity, submit for survey. Otherwise, continue screening. A site that would be considered in the vicinity would be the ASTM distance of 1.6 kilometers (1.0 mile) for CERCLIS, a modified ASTM (IDOT) distance of 300 meters (1000 feet) for LUSTs, and the ASTM standard of the property itself for USTs and RCRA facilities.

Any known special or non-special waste sites in vicinity	Yes, No, Don't Know
Description	Concise statement describing known sites. <i>Use the Additional Information field to include a more detailed description.</i>

Check land use. An urban location will generally present more of a risk than a rural location, industrial land uses will generally be more of a risk than commercial uses, and so on. Also, a previous land use may still present a special or non-special waste contamination risk (i.e., abandoned service stations can usually be identified by the type of structure and location: the underground tank may still be in place). It may be necessary to verify the previous land use. Old survey books and aerial photographs are particularly useful for this. (IDOT's Aerial Survey section has some photographs dating back to the 1960's.) If both the past and present land use of the project area is agricultural/residential, or it has only recently developed (within the last 5-10 years) commercially benign uses (see list of potentially non-benign commercial uses), continue screen. Otherwise, submit for survey.

Land Use History and Development Setting	Rural, Urban
Entirely Agricultural/Residential or with some recently developed commercially benign uses	Yes, No
Current land uses	Heavy Industrial, Light Industrial, Commercial, Railroad, Agricultural, Residential, Other. (If "Other", describe in text field.) <i>Choose the Highest Level of Development from the drop-down list.</i>
Previous land uses	
Adjacent land uses	

Records Review

In-House Sources	Check all that apply
Other Sources	Check all that apply (If "Other", describe in text field)

Visual Inspection

Inspection Date	Date Visual Inspection took place
Steps 1, 2 and 3 list a number of items to look for as indicators of possible regulated substance contamination (i.e., landfills and dumps, surface storage of potentially hazardous materials such as sumps, pits, steel drums, or illegal dumping sites, especially on rural projects).	Yes, No (Underground Tanks includes Don't Know)
Conducted by	Include name, title, and telephone number

Wetlands Impact Evaluation (WIE) Form Instructions

A Wetlands Impact Evaluation (WIE) form is required for all projects where wetland surveys have been conducted, including those with no impacts.

After completing the on-line form, it may be electronically submitted to the District Office indicated on the form by clicking the "Submit Form" button at the bottom of the screen.

Using either the printer icon on the browser tool bar or the File/Print menu option, print a copy of the completed form. A master copy of the WIE form, along with 4 copies of the plan sheets showing the wetland boundary(ies) in relationship to the project, **must also be mailed to the appropriate District Office.**

Important Notes:

- ❑ *The WIE form requires either an Internet Explorer 5+ or Netscape 6+ Browser. If your computer does not have either of these systems, an error message will appear. In this case, the form should be mailed.*
- ❑ *The Description fields (Items 3 and 4) are limited to 255 characters (approximately 2-1/2 lines of text); although WEB Form technology allows an unlimited amount of text to be entered in these fields. The WIE form cannot be submitted until the excess text is deleted. The Additional Information field may be used to expand on these text fields. (See #8 below.)*
- ❑ *The **TAB** should be used to move between fields and the **ENTER** key used to **Submit Form**. (If **ENTER** is used in error, answer **Cancel** to the prompt to Submit.)*
- ❑ *The original project sequence number is required to complete this form. If unknown, it may be obtained from the appropriate District Office. Addendum characters should not be included.*
- ❑ *As indicated by shading below, all fields on the WIE form are mandatory except the following: #1-Type (if the project has no wetland impacts) and #8 (Additional Information).*

Wetlands Impact Evaluation (WIE) Form

Submittal Date	Date the Web form is electronically submitted.
Sequence No.	The Sequence No. generated by PMA when the request was originally submitted. <i>If unknown, contact appropriate District Office to obtain. (Note: Addendum characters <u>should not be included</u>.)</i>
1. Does the project have wetland impacts?	Choose Yes or No.
Type	If yes to above, choose type of impact: Permanent, Temporary, Both.
2. Identify each wetland site being affected and acreage from each expected to be converted to other use(s).	For each wetland site, enter the information for the Wetland Impacts and Mitigation Required table below. To enter information for each site, click the Add Site button and enter information for each field. To add another site, click the Add Site button.
Wetland Impacts and Mitigation Required (Table)	Enter information for the following fields:
Site No.	Enter alpha or numeric character.
Type	Choose from the following wetland types: Bog, Ditch, Farmed, Fen, Flatwoods, Forested, Gravel Bar, Marsh, Open Water, Pond, Sedge Meadow, Seep, Swamp, Wet Mead, Wet Shrub.
T&E	Choose Yes or No.
Nature Preserve	Choose Yes or No.

Natural Area	Choose Yes or No.
Essential Habitat	Choose Yes or No.
Size (acres)	Enter size (acres) of wetland site.
Acres of Impact	Enter size (acres) of wetland impact.
Basin	Enter Basin Code (8-digit Hydrologic Unit Code; Hydrologic Unit Map, State of Illinois).
Quadrangle	Enter Quadrangle name from U.S. Geological Survey topographic map.
FQI	Enter Floristic Quality Index (FQI) value from wetland delineation.
Describe the work	Choose from the following: Fill, Excavation, Drainage, Vegetation Removal, Other. Note: In cases where there is more than one type of work (i.e., Fill <u>and</u> Vegetation Removal), choose the work with the greatest amount. Describe the other type(s) of work in the Additional Information field. (See #8 below.)
3. Briefly describe the measures considered to avoid and minimize adverse impacts to the wetland(s).	Enter concise statement. 255 characters allowed (approximately 2-1/2 lines). This description may be further explained in the Additional Information field. (See #8 below.)
4. Summarize briefly why there are no practicable alternatives to the use of the wetland(s).	Enter concise statement. 255 characters allowed (approximately 2-1/2 lines). This summary may be further explained in the Additional Information field. (See #8 below.)
5. Mitigation Site	Choose from the following: At Site of Impact (on-site), Within Project Limits (on-site), Off-Site, Wetland Bank Site, Accumulation, Don't Know.
6. Mitigation Basin	Choose from the following: In Basin, Out of Basin, Don't Know.
7. Local Contact Person	Enter name of contact person.
Telephone #	Enter telephone number.
Ext.	Enter telephone extension number, if applicable.
Title	Enter job title.
Company	Name of company.
E-mail	Enter e-mail address.
8. Additional Information	Use to expand on the descriptions for Items 2, 3 & 4; include project notes; or supply information previously contained in a transmittal memorandum. This field has a 1,000 character limit (approximately 14 lines). The author should be identified in the Memo By: field.